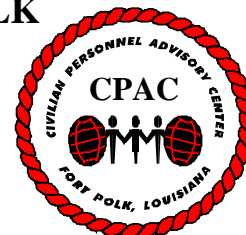




**JOINT READINESS TRAINING CENTER AND FORT POLK  
CIVILIAN PERSONNEL ADVISORY CENTER  
FORT POLK, LOUISIANA 71459-5341**

*"ARMY CIVILIAN PERSONNEL PROFESSIONALS--  
HELPING LEADERS MEET THE MISSION"*



**CPAC INFORMATION BULLETIN  
NUMBER 43**

**DECEMBER 2001**

**FROM YOUR CPAC TO YOU  
MAY EVERY BLESSING BE  
YOURS NOW AND IN THE  
NEW YEAR**

*Merry Christmas*

At Christmas--the season  
Of giving and sharing,  
Of living and loving  
Remembering, caring--  
Our thoughts bridge the space that  
Would tend to divide us  
Restoring the warmth of  
Your presence beside us.  
May all the sweet magic  
Of Christmas conspire  
To gladden your hearts  
And fill every desire.  
-- Harold H. Benn



**FOOD FOR THOUGHT**

The events of September 11, 2001, have changed us significantly. A friend of ours identified 25 ways we're different. We thought they were worth sharing:

1. Last Christmas we were thinking about all the things we didn't have; this Christmas we are thinking about all the things we do have.
2. Last Christmas we were placing wreaths on the doors of our homes; this Christmas we are placing wreaths on the graves of our heroes.
3. Last Christmas we were letting our sons play with toy guns; this Christmas we are teaching them that guns are not toys.
4. Last Christmas we were counting our money; this Christmas we are counting our blessings.
5. Last Christmas we were lighting candles to decorate; this Christmas we are lighting candles to commemorate.
6. Last Christmas we paid lip service to the real meaning of the holidays; this Christmas we are paying homage to it.
7. Last Christmas we were digging deep into our bank accounts to find money to fly home for the holidays; this Christmas we are digging deep into our souls to find the courage to do so.
8. Last Christmas we were trying not to let annoying relatives get the best of us; this

**CONTENT**

Christmas Message	Page 1
Food For Thought	Page 2
<b>COMMERCIAL ACTIVITIES</b>	Page 3
Where Are We?	Page 3
<b>FEDERAL EMPLOYEE HEALTH BENEFITS</b>	
FEHB Clarification	Page 3
Beneficiary Forms	Page 4
<b>DID YOU KNOW</b>	
Smart Force	
Bank Of America (BOA) Debt Collection	Page 4

<b>CIVILIAN PAY CORNER</b>	
The President Agrees To Higher Civilian Pay Raise	Page 5
Employee/Member Self Service	Page 5
<b>TSP CORNER</b>	
TSP Rates Of Return	Page 6
<b>TECHNOLOGY CORNER</b>	Page 6
<b>MEDICAL SENSE</b>	
Know How To Steer Clear Of Drunken Drivers	Page 6
<b>LEAVE DONOR PROGRAM</b>	
Emergency Leave Transfer Program	Page 7
Ft. Polk Leave Donor Program	Page 7

Christmas we are trying to give the best of ourselves to them.

9. Last Christmas we thought it was enough to celebrate the holidays; this Christmas we know we must also find ways to consecrate them.

10. Last Christmas we thought a man who could rush down a football field was a hero; this Christmas we know a man who rushes into a burning building is the real one.

11. Last Christmas we were thinking about the madness of the holidays; this Christmas we are thinking about the meaning of them.

12. Last Christmas we were getting on one another's nerves; this Christmas we are getting on our knees.

13. Last Christmas we giving thanks for gifts from stores; this Christmas we are giving thanks for gifts from GOD.

14. Last Christmas we were wondering how to give our children all the things that money can buy; this Christmas we are wondering how to give them all the things money can't (peace, security).

15. Last Christmas we were thinking about all the pressure we are under at the office; this Christmas we are thinking about all the people who no longer have an office to go to.

16. Last Christmas we were singing carols; this Christmas we are singing anthems.

17. Last Christmas we were thinking how good it would feel to be affluent; this Christmas we are thinking how good it feels to be alive.

18. Last Christmas we thought angels were in heaven; this Christmas we know they are right here on earth.

19. Last Christmas we were contemplating all the changes we wanted to make in the new year; this Christmas we are contemplating all the changes we will have to make in this new reality.

20. Last Christmas we believed in the power of the pocketbook; this Christmas we believe in the power of prayer.

21. Last Christmas we were sharing / spreading / listening to gossip; this Christmas we are sharing / spreading and listening to the Gospel.

22. Last Christmas we were complaining about how much of our earnings went to taxes; this Christmas we comprehend that freedom isn't free.

23. Last Christmas we valued things that were costly; this Christmas we value things that are holy.

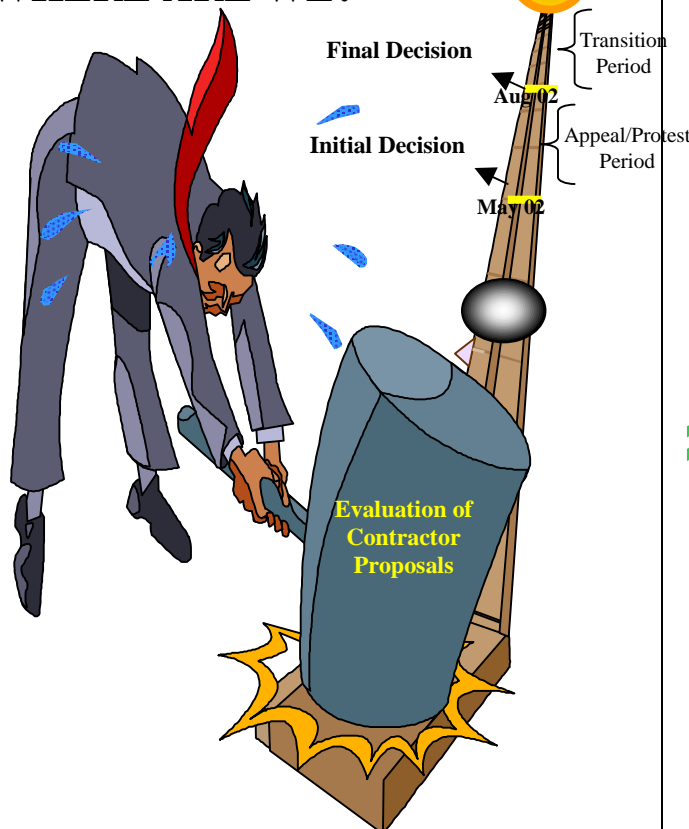
24. Last Christmas the people we idolized wore sports uniforms; this Christmas the people we idolize wear police, firefighter and military uniforms.

25. Last Christmas peace on earth is something we prayed for on Sunday morning; now it's something we pray for every day.



## COMMERCIAL ACTIVITIES

### WHERE ARE WE?



The evaluation of proposals is still in process. The evaluation team is on schedule to meet the established milestones. An initial decision is expected to be announced in early May 2002..

Our CPOC partners have completed their work on the MOCK RIF. Your CPAC will now take the results and commence the preparation of the RIF package and VERA request.

The major events time line is as follows:

Dec 01	<ul style="list-style-type: none"> <li>Complete MOCK RIF</li> <li>Prepare RIF Package &amp; VERA Request &amp; Synchronize Civilian Execution Plan</li> </ul>
May 02	<ul style="list-style-type: none"> <li>Freeze Personnel Actions &amp; Identify Exceptions</li> <li>Review RIF Ground Rules</li> </ul>
Jun 02	<ul style="list-style-type: none"> <li>Conduct PPP Briefings</li> </ul>
Jul 02	<ul style="list-style-type: none"> <li>VERA/VSIP Open Window</li> </ul>
Aug 02	<ul style="list-style-type: none"> <li>Notify Workforce of VERA/VSIP Approvals</li> </ul>

Sept 02	<ul style="list-style-type: none"> <li>Publish General RIF Notice</li> <li>Identify Abolished Positions</li> <li>Appraisal Cutoff Date</li> <li>OPF Update Cutoff Date</li> <li>Records Review Cutoff Date</li> <li>Commence Conduct of RIF</li> <li>Issue Discontinued Service Retirement Letters</li> </ul>
Nov 02	<ul style="list-style-type: none"> <li>Brief Command/Unions on RIF Results</li> </ul>
Dec 02	<ul style="list-style-type: none"> <li>Coordinate Right of First Refusal Issues</li> <li>Issue RIF Notice</li> <li>Issue Early Termination Notice</li> <li>Outplacement Assistance</li> </ul>
Mar 03	<ul style="list-style-type: none"> <li>RIF Effective Date</li> </ul>



## FEDERAL EMPLOYEE HEALTH BENEFITS

### FEHB CLARIFICATION

It has come to our attention that there is some confusion as to what the effective date will be when an employee wishes to terminate their FEHB.

When an employee *participates in premium conversion*, they will be allowed to drop coverage, or change to self only, (1) only if their decision to do so comes at the time of a “qualifying life event,” such as getting married or their spouse gets a job that covers them under their spouse's health insurance, **OR** (2) during FEHB Open Season. Terminations requested due to a qualifying life event will become effective the last day of the pay period in which the request was received. All other changes made due to a qualifying life event will become effective the beginning of the next pay period after receipt of the request. Changes made during an open season will be the same as the effective date of an FEHB enrollment election: the first pay period that begins *on or after January 1<sup>st</sup>*.



## BENEFICIARY FORMS

The recent tragedies involving the Pentagon and the World Trade Center underscore the need for Federal employees to keep their personnel records and beneficiary forms current. If you do not have a designation of beneficiary form on file, benefits are paid according to the Order of Precedence as follows:

- Designated Beneficiary
- Spouse
- Child/Children in Equal Shares
- Parents
- Executor/Administrator of Estate
- Next of Kin

An exception to the Order of Precedence is payment of Federal Employees' Group Life Insurance proceeds subject to a court order requiring benefits be paid to a specific person(s). It is not necessary to have a beneficiary form on file, if you are satisfied with the normal order of precedence. If, however, you have completed a designation of beneficiary form in the past, it is your responsibility to ensure that the form reflects the beneficiary you currently desire. A will or last testament **does not** control how Federal benefits are paid unless the benefits are paid to the estate. Beneficiary forms may be completed for benefits as follows:

Form	Name of Form	Benefits/Proceeds
SF 2808	CSRS-Designation of Beneficiary	Retirement Contributions Lump Sum (when no survivor annuity is payable)
SF 3102	FERS-Designation of Beneficiary	Retirement Contributions Lump Sum (when no survivor annuity is payable).
SF 2823	Designation of Beneficiary - Federal Employees' Group Life Insurance (FEGLI) Program	Note: If you designate minor children to receive benefits, a court-appointed guardian will be necessary to receive proceeds; otherwise the Office of Federal Employees' Group Life Insurance will hold proceeds on deposit until the child reaches age 18 or the age of majority based on state law.
SF 1152	Designation of	Unpaid compensation that

	Beneficiary - Unpaid Compensation of Deceased Civilian Employee	may be due at your death, such as unpaid salary, unused annual leave, etc. If you transfer to a new agency, you will need to complete a new form.
TSP 3	TSP - Designation of Beneficiary	Thrift Savings Plan (TSP) proceeds.

You may access these forms electronically by clicking on the Office of Personnel Management's (OPM) website at <http://www.opm.gov/forms> for the SF 1152, 2808, 2823, and 3102. You can obtain a copy of the TSP 3 from the Thrift Savings Plan (TSP) website at <http://www.tsp.gov>. Once you complete your forms, you should submit the SF 1152, 2823, & 3102 to your CPOC. You will submit the SF 2808, if applicable, to OPM at the address on the reverse side of the form. The TSP 3 should be sent to the National Finance Center at the address on the reverse side of the form. You should make copies of your beneficiary forms prior to submitting them to the appropriate offices, but when you get your copies back certified by the appropriate personnel, ensure your family members know the location of your filed copies.

If you have any questions regarding the completion of beneficiary forms, you may contact the Army Benefits Center-Civilian (ABC-C) at 1-877-ARMY CTR (276-9287). Hearing impaired employees can contact a Benefits Counselor at 1-877-ARMY TDD (276-9833).

### **DID YOU KNOW**

### **BANK OF AMERICA (BOA) DEBT COLLECTION**

Effective October 2001, the Defense Finance and Accounting Service (DFAS) implemented a policy to collect delinquent travel debts for Bank of America (BOA) from employees. The debt collection process will be initiated after employees have received at least three statements from the BOA. A maximum of 15 percent of employees' disposable income will be



**CPAC INFORMATION BULLETIN  
NUMBER 43**

subject to collection. The Bank of America Agency Coordinator will provide letters to employees explaining that debts are owed and will be collected from their salaries. The Leave and Earnings Statement (LES) will reflect each time debt payments are made. There will also be a statement on the bottom of the LES that will provide employees with BOA points of contact.

**DECEMBER 2001**

If you suspended your customized PIN, enter your SSN and any 4-8 numeric digit PIN once. Follow the screen instructions to establish a new customized PIN by entering the desired new PIN twice and by correctly responding to the identity validation questions. You may also customize your PIN following the same procedures using the E/MSS IVR (phone) toll-free at 1-877-363-3677.

If you do not know your TEMPORARY PIN or you have suspended it, you must fax or mail the following information to DFAS in order to establish a new temporary PIN:

Name

SSN

Copy of your government photo ID

Daytime phone number

Signature

Send this information to:

DFAS-Cleveland/PMCAA

Attn E/MSS

1240 East 9th Street

Cleveland OH 44199

Fax 216-522-5800



Your new Temporary PIN will be set to the last five numbers of your SSN. Please wait at least two business days before attempting to use your new temporary PIN (allow additional time if you mailed your request). You will not receive any notification that your temporary PIN has been reset.

Despite the available E/MSS features and options, only 11 percent of the Army's population have established customized personal identification numbers (PINs). Employees may obtain additional information and specific instructions regarding the E/MSS at the following website:  
<http://www.dfas.mil/emss>.

**This also serves as a reminder that E/MSS allows you to print your LES a week earlier than you will receive it through the mail.**



**CIVILIAN PAY  
CORNER**

**THE PRESIDENT AGREES TO  
HIGHER CIVILIAN PAY  
RAISE.**

After opposing the idea for most of the year, President Bush finally consented to an average 4.6 percent pay increase for civilian employees. He signed the FY 2002 Treasury-Postal Appropriations bill allowing for that amount. The precise salary figures for General Schedule employees should be released once the administration calculates locality pay formulas. The increase will take effect in January 2002.



**EMPLOYEE/MEMBER SELF  
SERVICE**

Beginning December 17, 2001, DoD employees will be able to Start, Stop or change Savings Bonds and State Taxes through E/MSS. The following information is provided to assist employees when accessing E/MSS:

If you do not know or have suspended your CUSTOMIZED PIN, you may re-activate your PIN on-line in E/MSS. You can establish a new customized PIN by entering any 4-8 numeric digit PIN three times. This will suspend your PIN record and screen instructions will tell you how to establish a new customized PIN on-line. You must enter the desired new PIN twice and correctly respond to the identity validation questions.



## TSP RATES OF RETURN

\*\*\*\*\*

Rates of Return were updated on Dec 4, 2001.

	<u>G Fund</u>	<u>F Fund</u>	<u>C Fund</u>	<u>S Fund</u>	<u>I Fund</u>
Oct 2001	0.37%	(1.37%)	7.62%	7.84%	3.56%
Last 12 Months*					
(12/1/00- 11/30/01)	5.45%	11.30%	(12.28%)	(5.33%)	(19.58%)

\*\*\*\*\*

The G, F, and C Fund returns for the last twelve months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and assume earnings are compounded on a monthly basis. The S and I Funds were implemented in May 2001, so the twelve-month returns reflect the performance of the S and I Funds for May 2001 and the related Barclay's funds in which they are invested for the previous 11 months. Percentages in ( ) are negative.



## TECHNOLOGY CORNER

Well its time to take a break and enjoy the holidays. After all, this is the time to celebrate family, friendship and tradition.

Do enjoy your holidays. However, when you prepare to return to work after the holidays, do take a moment to remember that we are building a world class organization and transforming our culture to that of a continuous learning organization. We are looking to develop the best trained employees on the planet. As a point of departure, we are seeking to sharpen our technological literacy. This is a must if we are to achieve our ultimate goal.

If you have put off establishing your individual learning account, why not make a new year's resolution to get on board and join those who have already begun to soar. We're certain that you'll be glad you did.

## MEDICAL SENSE

### KNOW HOW TO STEER CLEAR OF DRUNKEN DRIVERS



Approximately three in every 10 people will be involved in an alcohol-related crash at some time in their lives. Be prepared and take precautions.

Drunken drivers cause half of all automobile accidents. The lives of countless innocent victims are taken each year. Even with tougher laws nationwide as deterrents, many individuals still get behind the wheel while under the influence of alcohol. **How can we keep ourselves and our loved ones safe? Driving defensively is a good strategy.**

#### Watch Out for Drivers Who:

- drive too fast or too slow
- swerve or drive too close to the center line or the shoulder
- approach a signal or stop sign too fast or too slow
- drive with their windows open in cold or rainy weather
- ignore traffic signals
- speed erratically
- ignore other drivers
- pass other cars too quickly or too slowly
- make jerky starts and stop quickly make frequent lane changes
- overshoot signals or stop signs
- drive without lights on after sundown
- follow other cars too closely
- are partying with their passengers



#### What Should You Do?

**If** you come across drivers displaying any of these traits, get away from them.

**CPAC INFORMATION BULLETIN  
NUMBER 43**

**If** the car is in front of you, slow down and let it get farther away. Don't try to pass; it may swerve into you.

**If** the car is behind you on the freeway, speed up enough to put distance between you, or take the next exit. On surface streets, turn at the next right turn.

**If** the driver is coming toward you from the opposite direction, slow down and move off the road if necessary.



When you come to intersections, don't assume that the driver of the car coming towards you is sober and paying attention. Be cautious before you cross, making sure that the other car has come to a complete stop, especially after a light change. Your right-of-way will not always protect you. Any time you see a driver obviously under the influence and you can safely get the license plate number, immediately report it to the nearest law enforcement agency.

**Health Promotion Program**  
Bayne-Jones Army Comm. Hospital

**LEAVE DONOR  
PROGRAM**

**EMERGENCY LEAVE  
TRANSFER PROGRAM**

A member of our DoD family was seriously burned in the September 11 attack on the Pentagon. His spouse has been approved for the Leave Transfer Program in order to continue her daily efforts to assist, care and aid in his recovery.

Hello everyone. We actually have someone in need of emergency donated leave. Ms. Ginger Groeber, Director of Civilian Personnel Management Services, contacted me and requested that I work this issue for her.

**DECEMBER 2001**

The employee, Veronica Cruz, works for the Department of Defense, CPMS and is married to one of our family...Juan Cruz-Santiago. Mr. Cruz-Santiago is currently in the Burn Center at Washington Hospital and will be undergoing several MAJOR operations and will need daily care by Ms. Cruz. Ms. Groeber has approved Ms. Cruz for the emergency leave transfer program.

Any employee who wants to donate leave under the emergency leave transfer program should complete the OPM 1638 form, "Request to Donate Annual Leave Under the Emergency Leave Transfer Program." This form can be downloaded from:

<http://www.opm.gov/oca/leave/HTML/formindx.htm>

Once completed, please fax to: 703/325-3524 attention Roland Chicoye. Mr. Chicoye's phone number 703/325-4462 and email is:

roland.chicoye@asamra.hoffman.army.mil



**FORT POLK  
LEAVE DONOR PROGRAM**



Would you like to assist a co-worker who is in need of annual leave? Then consider donating annual leave to employees enrolled in the Voluntary Leave Transfer Program. To donate leave, submit a "Request to Donate Annual Leave to Leave Recipient", OF 630-A to the CPAC, at bldg. 413.

Who is in need:

<b>Karen Redden</b>	<b>MEDDAC</b>
<b>Edward Cook</b>	<b>MEDDAC</b>



## ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. [romerok@polk-emh2.army.mil](mailto:romerok@polk-emh2.army.mil)
2. Call 531-1848

Suggestions will be reviewed and addressed if at all possible.

*//ORIGINAL SIGNED//*  
DONALD R. MALLET  
Director, Civilian Personnel  
Advisory Center

